

DEPUTY FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is the oversight and management of departmental operations under the direction of the Fire Chief. An employee of this class performs the duties of the Fire Chief in the Chief's absence. The Deputy Fire Chief responds to fire alarms and emergency calls, directs emergency scene activities and conducts fire investigations. The incumbent of this class assists the Fire Chief with the supervision and training of fire department personnel, and provides for the care and maintenance of department equipment, vehicles and property. The Deputy Fire Chief works with a high degree of independence, reporting to and having work reviewed by the Fire Chief. The class of Deputy Fire Chief ranks directly below that of the class of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of the Fire Chief in the Chief's absence. Sets management goals, objectives, and policies for the department including various functions or divisions. Assists the Fire Chief in determining how the department should be organized, including the number of operating units and distribution of such units. Manages the operation of one fire department function or division, including the planning and organization of departmental personnel, equipment and apparatus. Participates in the research and planning for programs and activities of the department. Keeps informed on modern fire fighting and administrative methods and local trends that may affect the fire service. Monitors and evaluates local conditions which may become fire or safety hazards.

Oversees scheduling of personnel and assignment of duty areas. Oversees and evaluates the work performance of department employees. Discusses work performance with subordinates and superiors, and provides assistance in technical areas of work. Approves leave. Inspects the appearance of assigned equipment and subordinate personnel. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Provides that discipline is maintained by counseling employees who are experiencing work problems, by meeting and working with employee groups, or by taking any other action deemed necessary. Investigates all

complaints and accidents involving department equipment or personnel and makes recommendations on procedures to avoid or actions to be taken.

Assists the Fire Chief in the management of the funds and assets of the fire department. Assists in the preparation of the departmental operating budget by helping to compile and organize the necessary data. Prepares expenditure and revenue estimates. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget. Prepares payroll records. Assists the Fire Chief in writing requests for grants or other special funds to aid in the operation of the fire service.

Provides for the maintenance of all departmental records such as personnel records, records of activity, and inventory records, or any others which may be required. Assists the Fire Chief in making decisions concerning what information should be included in all records of the department and determines in what form this information should be kept.

Responds to all alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Supervises subordinate employees at the scene of an emergency, performs size-up, and directs operations in different areas as needed. Takes charge of all safety procedures at the scene of a fire or emergency. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Assists arson investigation personnel who take charge of evidence of suspected arson and investigation of arson fires. Testifies in court when required. Assists in the enforcement of fire prevention codes and makes recommendations for necessary changes in the fire prevention codes.

Participates in developing a personnel recruitment and selection program, interviewing and recommending prospective employees for hire. Oversees the development of a training program for the department, evaluates training needs, and maintains that such program is properly staffed and supplied with the appropriate resources. Provides for regular employee training at all levels within the department by evaluating training needs and providing department training or outside training to meet the needs. Supervises informal or "on-the-job" training for new employees. Oversees and manages all aspects of employee formal training in the classroom or drills and evolutions, including training in firefighting and rescue operations; safety; EMS and hazardous materials operations; driving and operating fire apparatus; and the use of equipment, tools, and breathing apparatus.

Informs the public about the work of the fire department by means of talks, demonstrations, or distribution of literature to schools, civic groups, or any other citizens. Assists the Fire Chief in conducting surveys on questions or problems related to the fire service. Organizes and analyzes such information, and

makes recommendations in policy or procedure changes based on the data collected. Coordinates special projects related to public relations or the image of the fire department.

Works with the Fire Chief to assist or advise boards or agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Reads and studies assigned firefighting materials and manuals to maintain proficiency in firefighting operations and fire behavior, equipment and tools, and safety procedures for special emergencies. Obtains appropriate certifications under the N.F.P.A. Professional Standards, and other professional certifications, as required by departmental policies.

Oversees the general care and maintenance of department vehicles, fire fighting apparatus, stations, grounds, and communications or other specialized equipment. Directs the testing of department equipment. Arranges for needed repairs and inspects equipment after repairs to check that repairs were properly accomplished. Assists in the preparation and writing of specifications for new fire department equipment, and the bidding process. Makes recommendations on major purchases for the department. Maintains the inventory, orders and distributes department supplies and equipment.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Assistant Fire Chief for at least two (2) years immediately preceding closing date for application to the board.